



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

4/1/15

Amy French
1872 315th Ave
Ft Madison IA 52627

Dear Amy,

This letter is in regards to the 3/31/15 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

110.7(3) Record checks. The department shall submit record checks in Iowa for each registrant, substitute, and staff member, and for anyone living in the home who is 14 years of age or older and anyone having access to a child when the child is alone. The purpose of these record checks is to determine whether the person has committed a transgression. The department may use Form 470-0643, Request for Child Abuse Information, and Form 595-1396, DHS Criminal History Record Check, Form B, or any other form required for criminal and child abuse record checks. The department may also conduct criminal and child abuse record checks in other states and may conduct dependent adult abuse, sex offender registry, and other public or civil offense record checks in Iowa or in other states.

Amy will need to have background checks and fingerprints completed on Josh. Fingerprints can be completed by Julie Meir from Child Care Resource and Referral.

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Amy needs to insure that Scentsy (living room, south living room and bathroom) are off and unplugged or placed in child inaccessible area during daycare hours. Amy needs to store two long guns and loose ammo that is visible in travel trailer on property.

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

Amy needs to post.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Amy needs to post.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Amy needs to place child lock on bathroom sink cabinet and kitchen sink cabinet door. Amy needs to remove items on bathroom sink countertop labeled "Keep Out of Reach of Children" and place in child inaccessible area and move other bathroom items to top shelf in bathroom.

☐ 110.5(1)e Electrical wiring shall be maintained.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

Amy needs to place safety caps on 3 outlets in bathroom, 3 outlets in living room, 3 outlets in dining room, and 4 outlets in south living room.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Amy needs to remove propane tanks x3 and remove extension ladder from area.

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

Amy needs to remove dog feces, lawn refuse (piles x2) and cigarette butts from area.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Amy needs to post these plans. Please see example.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Amy needs to post these plans. Please see example.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Amy needs to practice monthly and document.

☐ 110.5(1)l A safety barrier surrounds any heating stove or heating element.

Amy needs to have barrier in place around her wood burning stove in south living room.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Amy needs to have extinguisher available.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Amy will need to place detector at top of basement stairs inside door, in living room, in dining room, in bedroom to be used for sick children, in living room south, and at top of 2nd story stairs.

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

Amy needs to replace batteries in her hallway detector or replace unit.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Amy needs to check monthly and document.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Amy needs to place compliant signs in 5 exits/entrances to the home.

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Amy needs to provide documentation of current physicals and shots for 2 dogs on approved vet certificate form.

☐ 110.5(1)q All animal waste is immediately removed from the children's areas and properly disposed of.

Amy needs to remove dog feces from outdoor play area.

☐ 110.5(1)t Within 12 months of registration or renewal of registration, private sewer or wastewater has been tested for efficient functioning and improper leakage.

Amy needs to provide documentation of this inspection.

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Amy needs to provide documentation of these policies.

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

Amy needs to provide documentation of these policies.

☐ 110.5(1)w Injury report forms are maintained for any injury requiring first aid or medical care. The forms are completed on the date of occurrence, shared with parents and copies are in the child's file.

Amy needs to show copies of blank forms that can be used if needed.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Amy needs to show documentation of current physical for Rachel, Taylor, Josh and herself. Amy needs to utilize provider physical form for those physicals of persons 18 years and older in her household.

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Amy will need to show documentation of current course completion.

☐ 110.5(3) Activity Program.

☐ 110.5(3)e All equipment and materials are adequate for the number of children present

Amy will need to show more examples of outdoor play equipment designed to keep the children active.

☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.

Amy needs to hang her current certificate.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Need for R.S., C.S., J., R.D., C.H., K.H.(3), K.H.(2), B.K., D.R., J.R.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Need for R.S., C.S., J., R.D., C.H., K.H.(3), K.H.(2), B.K., D.R., J.R.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Need for R.S., C.S., J., R.D., C.H., K.H.(3), K.H.(2), B.K., D.R., J.R.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Need for C.S., R.D., C.H., K.H.(3), K.H.(2), D.R., J.R.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Need for R.S., J., B.K.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Need for R.S., C.S., J., R.D., C.H., K.H.(3), K.H.(2), B.K., D.R., J.R.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Need for R.S., C.S., J., R.D., C.H., K.H.(3), K.H.(2), B.K., D.R., J.R.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Need for R.S., J., B.K.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Need for R.S., C.S., J., R.D., C.H., K.H.(3), K.H.(2), B.K., D.R., J.R.

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.
Need to show that blank copies are available if needed in children's files.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 5/18/15.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **5/18/15**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling
Social Worker II

MACHELLE PEZLEY
Machelle Pezley
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).